

GUIDELINES FOR FOLLOW-UP SURVEY

Core Indicator 5S1, Secondary Placement, is one of the secondary indicators of *Perkins IV, the Carl D. Perkins Career and Technical Act of 2006*. Originally this core indicator required reporting of both placement and retention, but the requirement for reporting retention of secondary students has been suspended by the U.S. Office of Education. Tennessee, like other states, will be reporting on placement of students in postsecondary education or advanced training, the military, or employment.

Measurement Approach

State-developed, school-administered surveys and placement records will be used as the measurement approach for this core indicator. The Division of Career and Technical Education (CTE) has developed a sample survey instrument and guidelines for completing a follow-up process for CTE concentrators to be implemented and reported to the state by local education agencies (LEAs). The placement surveys are designed to determine if a student went into postsecondary education, apprenticeship programs, employment, or the military. The surveys are to be conducted in the second quarter, six months after concentrators have graduated from high school. LEAs will be required to monitor responses to the surveys, and follow-up telephone calls should be used to increase the response rate. Technical assistance will be provided as needed to ensure that the follow-up process is implemented as uniformly as possible.

Process for Reporting

Time Frame	Action
Follow-up Survey February - March 20, 2010	<ol style="list-style-type: none">1. Prepare concentrator list for follow-up report of 2009-2010.⁽¹⁾2. Send survey instrument to 2008-2009 Perkins IV CTE concentrators. Download follow-up survey form from the <i>eTIGER</i> web site.⁽²⁾ LEAs may modify the survey template provided by the State Division of Career and Technical Education if they desire to request additional information. However, information in the template is <u>required</u>.
Survey Data Report February - April 15, 2010	<ol style="list-style-type: none">1. Monitor survey responses. If concentrators have not responded, begin phone call follow-ups in an attempt to increase response rate.2. Report to State the concentrator follow-up survey results through <i>eTIGER</i>'s "Follow-up Entry".⁽³⁾ Retain documentation and supporting data in LEA files for a minimum of five years for monitoring/audit purposes.
Survey Data Due May 1, 2010	Deadline for approving the Secondary Placement data through <i>eTIGER</i> .
Follow-up Report May, 2010	When the survey data entries are complete, the Follow-up Report can be generated through <i>eTIGER</i> 's "Reports" link. ⁽⁴⁾

(1) Prepare Concentrator List for Follow-Up Report of 2009-2010

On *eTIGER*, the follow-up data entry list of the year is generated automatically based on the grade and concentrator status of the students. This final follow-up data entry list may need adjustment due to some CTE concentrators may: 1) delay the graduation; 2) graduate early; or 3) become concentrator in more than one program area. Currently, the follow-up list on *eTIGER* is based on the Perkins IV definition of concentrators, three or more earned credits in a program area. Assure the list includes only Perkins IV concentrators.

- Log on to *eTIGER*.
- Click on "Follow-up Entry" under "School/Course Rosters".
- Select school year of "2009-2010".
- Check column of "Perkins Version" listed all "4".
- Exclude the duplicate concentrators from the list.
 - Check "Exclude" on the follow-up data entry screen of the student.
 - Put "duplicate" in "comments" to indicate this student is a duplicate concentrator to be excluded.
 - Click "Save Follow-up Data" to save the excluding checkmark and comment.

Note: Be aware that you may have duplicate concentrators in the same program area or in different program areas. If the duplicate concentrators are in the same program area, go back to student's course history screen (from "Perkins IV Concentrator" under "Utilities") to correct it. (Refer to the step by step instructions on document of "2009-2010 Follow-Up Data Entry Instructions".)

- Place concentrators who have a delayed graduation.
 - Select the year of the expected follow-up (a year after the graduation) for this student under "Report Year". (Please indicate the reason in "comments" column.)
 - Click "Save Follow-up data" at the bottom of the screen.
 - This student will be removed from 2009-2010 follow-up entry screen and placed into the year just selected.
 - Change the "Report Year" on the top of this screen to switch to the newly selected graduation report year for the follow-up entry screen to view this student from the list.
- Place concentrators who have an early graduation.
 - Click on "Follow-up Entry" and select the originally expected follow-up school year for this student. (For example, 2010-2011)
 - Find the student from the list, change the "Report Year" of this student to 2009-2010. Click "Save Follow-up Data" at the bottom of the screen.
 - This student will be removed from 2010-2011 follow-up entry screen and added into the 2009-2010 follow-up entry list.
- Click on "Follow-up Entry" and select school year "2009-2010" again to make sure the new 2009-2010 follow-up entry list includes only the Perkins IV concentrators who are expected to be followed-up on in 2009-2010. Also review the duplicate concentrators (in a different program area) for a check in the "Exclude" column.

(2) Download Follow-Up Survey Form

- Download the follow-up survey template from:
<http://www.state.tn.us/education/cte/ad/tiger/tigersec0910.shtml>
- LEAs may modify the survey template provided by the State if they desire to request additional information. However, information in the template is required.

(3) Report to State the Concentrator Follow-Up Survey Results

- Log on to *eTIGER*
- Click on "Follow-up Entry".
- Enter your survey results for each concentrator.

- If you find duplicate concentrations listed for a student, enter survey results according to the program area that the student was surveyed. Click “Exclude” to exclude other duplicate record(s).
- Save and approve the entered survey results.

(4) Generate Follow-Up Report

eTIGER generates the Follow-up Report based on the data entered through “Follow-up Entry”. You may generate your system’s follow-up progress report anytime. When the follow-up entry is complete, the report will become the final follow-up report of the school year.

- Log on to *eTIGER*
- Click on “Follow-up Report”.
- Select year of “2009-2010”
- **Select “No” for “Report Excluded”** to not include those marked “exclude” duplicate concentrators and to generate a non-duplicated Perkins IV concentrators’ follow-up results.
- Click “Generate Report” to obtain the report.